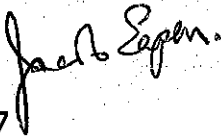


**MEETING OF THE BUSINESS AFFAIRS COMMITTEE  
OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Wednesday, November 15, 2017 – 10:00 A.M.**

**TO:** Business Affairs Committee of the Board of Trustees  
**FROM:** Jacob Eapen   
**DATE:** November 9, 2017  
**SUBJECT:** **Committee Meeting**

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A meeting of the Business Affairs Committee of the Board of Trustees will be held on **Wednesday, November 15, 2017 at 10:00 A.M. in the College's Isadore A. Shrager Boardroom, M2-1.** For those members who are dialing into the meeting, the following is the conference bridge information: **DIAL-IN NUMBER: 1-888-675-6779; PARTICIPANT PASSCODE: 2050590#**

**AGENDA – EXECUTIVE SESSION**

Please note that an Executive Session will be held at the beginning and end of the meeting.

**AGENDA – PUBLIC SESSION**

**(1) Follow-Up Report by The Foundation (Information Item):**

At the May 17, 2017 meeting of the Business Affairs Committee, it was recommended that the Foundation provide an update. Ms. Arlene Yocum of the Foundation will provide the Committee with an update.

**(2) Food Service RFP (Action Item):**

The College's contract with the current food service provider, Canteen, expires December 16, 2017. An RFP process was used to develop proposals for a three (3) year contract with two (2) one (1) year extension options to operate the College's food service operations at all four locations effective March 12, 2018. The College's food services include: cafeteria operations, catering and vending.

Sixteen firms were invited to participate in this effort; however, despite a comprehensive effort to solicit proposals from a broad range of firms, only two formal proposals were received: Canteen and Victoria's Kitchen & Catering. After a full review of both firms' proposals from both a financial and quality of service perspective, the staff is recommending that Northeast Regional Center and Northwest Regional Center Food Services and catering will be awarded to Victoria's Kitchen & Catering. The staff will make a recommendation on the Main

Campus food service and all vending at the next Business Affairs Committee meeting.

### **Process**

- Committee formed – A six-member committee consisting of staff from Student Activities, Auxiliary Services, Community & Special Events, Finance and Purchasing was formed.
- RFP – The RFP was released on September 26, 2017, the RFP was sent to sixteen firms.
- Pre-bid meeting – A mandatory pre-bid meeting and tours were held on October 3, 2017. Six vendors attended the pre-bid meeting and tours.
- Interviews with both finalists – On November 2, 2017, members of the committee interviewed the vendors that submitted proposals – Canteen (incumbent) and Victoria's Kitchen.
- Evaluation – Members of the committee evaluated both vendors using criteria that included: Food program/menus/concepts; Staffing; Pricing/Portions; Management; Training practices; Sanitation & Safety; Financial return; Catering program.

### **Responding Vendors**

- Canteen – Canteen is the current provider of food services and vending at the College. Canteen is a subsidiary of Compass Group, which is food service and vending companies with annual revenues of about \$11 billion.
- Victoria's Kitchen & Catering– is an independently owned business headquartered in Philadelphia, PA and have been in business for ten years. They are a Minority Women Owned business and a graduate of the College's Goldman Sachs 10KSB Program. Victoria's Kitchen has a local restaurant in the Northwest section of the City and a second restaurant in Sicklerville, NJ. They also have a catering & food truck division, also operating in the City.

The College views this potential partnership with Victoria's Kitchen as an opportunity to work with a small diverse business with the expectation of growing their capacity.

### **Recommendation**

College staff recommends that a three-year contract with two (2) one (1) year extension options be awarded to Victoria's Kitchen for the College's Regional Centers' Food Service and Catering operations effective March 12, 2018.

**(3) Next Meeting Date:**

Please Note: A combined Business Affairs Committee and Executive Committee of the Board of Trustees will need to be held in mid-December to approve the RFP for Architects for Library/Learning Commons Renovation.

The next regularly scheduled meeting of the Committee will be held on Wednesday, January 17, 2018 at 10:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.

**JE/im**

**Attachments**

**cc: Mr. Jeremiah White  
Dr. Donald Generals  
Mr. Gim Lim  
Mr. James P. Spiewak  
Victoria Zellers, Esq.**

**BAC\NOVEMBER 15, 2017AGENDA.DOC**